

MAIL TO:

STATE OF UTAH
 DIVISION OF PURCHASING
 3150 STATE OFFICE BUILDING, CAPITOL HILL
 P.O. BOX 141061
 SALT LAKE CITY, UTAH 84114-1061
 TELEPHONE (801) 538-3026
 FAX (801) 538-3882
<http://www.purchasing.utah.gov>

Request for Quotation

Solicitation Number:

PM6075

Due Date:

12/06/05 COB

Date Sent:

December 1, 2005

**Agency Contract**

Goods and services to be purchased: **Snow and Ice Removal Services - Utah Schools for the Deaf and Blind**

Must complete

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
<p>The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, terms and conditions and specifications. <u>Please review all documents carefully before completing.</u></p> <p>The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes_____ No_____. If no, enter where produced, etc._____</p>			
Bidder's Authorized Representative's Signature		Date	
Type or Print Name		Position or Title	

**STATE OF UTAH
DIVISION OF PURCHASING**

Request for Quotation

Solicitation Number: PM6075

Due Date: 12/0605

Vendor Name:

Description
Provide Snow and Ice Removal Services - Utah Schools for the Deaf and Blind at 2870 South Connor Street SLC, UT per attached specifications.
\$_____Price per each push for removal of snow from driveways and parkways.
\$_____Price per each push for removal of snow from sidewalk with de-icing as needed.
This bid will result in an agency contract for a period of 3 years with three (3) one-year renewal options.

Changes or Modifications to Procurement:

Any changes or modifications to this solicitation will only be accomplished in written addendum sent from the Division of Purchasing. Any other form is not binding. Bidders submitting a bid on any information other than which is contained in this solicitation document, or any addendum thereto, do so at their own risk.

**To Schedule a mandatory inspection of the grounds contact: Maura Harris USDB Director of Facilities
Coordination at 801-629-4840 x 4731**

With questions regarding the scope of work contact : Maura Harris at 801-629-4840 x4731

Bid process questions (not related to the scope of work) should be directed to Paul Mash at 801-538-3138

Reference RX#: 400 6100000007 Commodity Code: 96872

REQUEST FOR QUOTATION - INSTRUCTIONS AND GENERAL PROVISIONS

1. QUOTATION PREPARATION: (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing quotation. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time is critical and must be adhered to as specified. (e) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by the Division of Purchasing & General Services (DIVISION). If the vendor lists a trade name and/or catalog number in the bid, the DIVISION will assume the item meets the specifications unless the quote clearly states it is an alternate, and describes specifically how it differs from the item specified. All quotes must include complete manufacturer's descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) By signing the quotation the vendor certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices quoted are correct. (g) This quote may not be withdrawn for a period of 60 days from quote due date. (h) Incomplete quotes may be rejected.

2. SUBMITTING THE QUOTATION: (a) The quote must be signed in ink and delivered to the DIVISION OF PURCHASING (DIVISION), 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061 or faxed to (801) 538-3882 by the due date and time. **The "Solicitation Number" and "Due Date" must appear on the outside of the envelope or on the fax cover page.** (b) The state will consider faxed quotes. Faxed quotes are submitted at the sole option and risk of the vendor and must be responsive to all conditions and specifications included in the Request for Quotation (RFQ). Access to state facsimile machine is on a "first come first served" basis and the state does not guarantee the vendor's access to the machine at any particular time. (c) All prices quoted must be both F.O.B. Origin and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the quotation for consideration and approval by the DIVISION. Upon award of the contract, the shipping terms will be F.O.B. Destination, with all transportation and handling charges paid by the Contractor, unless otherwise specified by the DIVISION.

3. SOLICITATION AMENDMENTS: All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

4. PROPRIETARY INFORMATION: Suppliers are required to mark any specific information contained in their quote which is not to be disclosed to the public or used for purposes other than the evaluation of the quote. Each request for non-disclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any quote will not be considered proprietary. All material becomes the property of the state and may be returned only at the state's option. Quotes submitted may be reviewed and evaluated by any persons at the discretion of the state.

5. SAMPLES: Samples of item(s) specified in the RFQ, when required by DIVISION, must be furnished free of charge to DIVISION. Any items not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the vendor's expense.

6. WARRANTY: The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

7. DIVISION APPROVAL: Purchase Orders placed, or contracts written, with the State of Utah, as a result of this RFQ, will not be legally binding without the appropriate signature of the DIVISION.

8. AWARD OF CONTRACT: (a) **This is an informal quotation which will not be read at a public opening;** however, the information may be publicly reviewed after award. To obtain a copy of this record (tabulation) you may either enclose a stamped self-addressed envelope, or review tabulation in our office. (b) The contract will be awarded with reasonable promptness, by written notice to the lowest responsible vendor that meets the specifications. Consideration will be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this request for quotation. (c) The DIVISION may accept any item or group of items, or overall low quote. (d) The DIVISION has the right to cancel this request for quotation at any time prior to the award of contract. (e) The DIVISION can reject any and all quotes or waive any informality, or technicality in any quote received, if the DIVISION believes it would serve the best interest of the State. (f) Before, or after, the award of a contract the DIVISION has the right to inspect the vendor's premises and all business records to determine the holder's ability to meet contract requirements. (g) Estimated quantities are for quoting purposes only, and not to be interpreted as a guarantee to purchase any amount. (h) Utah has a reciprocal preference law which will be applied against vendors quoting products or services produced in states which discriminate against Utah products. For details see Section 63-56-404 and 63-56-405, Utah Code Annotated. (i) Multiple contracts may be awarded if the State determines it would be in its best interest.

9. ANTI-DISCRIMINATION ACT: The vendor agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also vendor agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

10. DEBARMENT: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

11. ENERGY CONSERVATION AND RECYCLED PRODUCTS: The contractor is encouraged to offer Energy Star certified products or products that meet FEMP (Federal Energy Management Program) standards for energy consumption. The State of Utah also encourages contractors to offer products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.

12. GOVERNING LAWS AND REGULATIONS: All state purchases are subject to the Utah Procurement Code, Title 63 Chapter 56 U.C.A. 1953, as amended, and the Procurement Regulations as adopted by the Utah State Procurement Policy Board. These are available on the Internet at www.purchasing.utah.gov.

(Revision 5 Jul 2005 - RFQ Instructions)

ATTACHMENT A: STATE OF UTAH STANDARD TERMS AND CONDITIONS

1. **AUTHORITY:** Provisions of this contract are pursuant to the authority set forth in 63-56, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the State to purchase certain specified services, and other approved purchases for the State.
2. **CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE:** The provisions of this contract shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Contract or the breach thereof. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
3. **LAWS AND REGULATIONS:** Any and all supplies, services and equipment furnished will comply fully with all applicable Federal and State laws and regulations.
4. **RECORDS ADMINISTRATION:** The Contractor shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this contract. These records shall be retained by the Contractor for at least four years after the contract terminates, or until all audits initiated within the four years, have been completed, whichever is later. The Contractor agrees to allow State and Federal auditors, and State Agency Staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.
5. **CONFLICT OF INTEREST:** Contractor represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made in accordance with 67-16-8, Utah Code Annotated, 1953, as amended.
6. **CONTRACTOR, AN INDEPENDENT CONTRACTOR:** The Contractor shall be an independent contractor, and as such, shall have no authorization, express or implied, to bind the State to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the State, except as herein expressly set forth. Compensation stated herein shall be the total amount payable to the Contractor by the State. The Contractor shall be responsible for the payment of all income tax and social security amounts due as a result of payments received from the State for these contract services. Persons employed by the State and acting under the direction of the State shall not be deemed to be employees or agents of the Contractor.
7. **INDEMNITY CLAUSE:** The Contractor agrees to indemnify, save harmless, and release the State OF UTAH, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this contract which are caused in whole or in part by the negligence of the Contractor's officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.
8. **EQUAL OPPORTUNITY CLAUSE:** The Contractor agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, the Contractor agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the work place.
9. **SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.
10. **RENEGOTIATION OR MODIFICATIONS:** This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by the same persons or by persons holding the same position as persons who signed the original agreement on behalf of the parties hereto, and attached to the original signed copy of the contract.
11. **DEBARMENT:** The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the State. The Contractor must notify the State Director of Purchasing within 30 days if debarred by any governmental entity during the Contract period.
12. **TERMINATION:** Unless otherwise stated in the Special Terms and Conditions, this contract may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. This contract may be terminated without cause, in advance of the specified expiration date, by either party, upon 90 days prior written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
13. **NONAPPROPRIATION OF FUNDS:** The Contractor acknowledges that the State cannot contract for the payment of funds not yet appropriated by the Utah State Legislature. If funding to the State is reduced due to an order by the Legislature or the Governor, or is required by State law, or if federal funding (when applicable) is not provided, the State may terminate this contract or proportionately reduce the services and purchase obligations and the amount due from the State upon 30 days written notice. In the case that funds are not appropriated or are reduced, the State will reimburse Contractor for products delivered or services performed through the date of cancellation or reduction, and the State will not be liable for any future commitments, penalties, or liquidated damages.
14. **SALES TAX EXEMPTION:** The State of Utah's sales and use tax exemption number is E33399. The tangible personal property or services being purchased are being paid from State funds and used in the exercise of that entity's essential functions. If the items being purchased are construction materials, they will be converted into real property by employees of this government entity, unless otherwise stated in the contract.
15. **WARRANTY:** The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah apply to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable

for any special purposes that the State has relied on the contractor's skill or judgment to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

16. **PUBLIC INFORMATION:** Contractor agrees that the contract will be a public document, and may be available for distribution. Contractor gives the State express permission to make copies of the contract and/or of the response to the solicitation in accordance with the State of Utah Government Records Access and Management Act. The permission to make copies as noted will take precedence over any statements of confidentiality, proprietary information, copyright information, or similar notation.
17. **DELIVERY:** Unless otherwise specified in this contract, all deliveries will be F.O.B. destination with all transportation and handling charges paid by the Contractor. Responsibility and liability for loss or damage will remain with Contractor until final inspection and acceptance when responsibility will pass to the State except as to latent defects, fraud and Contractor's warranty obligations.
18. **ORDERING AND INVOICING:** All orders will be shipped promptly in accordance with the delivery schedule. The Contractor will promptly submit invoices (within 30 days of shipment or delivery of services) to the State. The State contract number and/or the agency purchase order number shall be listed on all invoices, freight tickets, and correspondence relating to the contract order. The prices paid by the State will be those prices listed in the contract. The State has the right to adjust or return any invoice reflecting incorrect pricing.
19. **PAYMENT:** Payments are normally made within 30 days following the date the order is delivered or the date a correct invoice is received, whichever is later. All payments to the Contractor will be remitted by mail unless paid by the State of Utah's Purchasing Card (major credit card).
20. **PATENTS, COPYRIGHTS, ETC.:** The Contractor will release, indemnify and hold the State, its officers, agents and employees harmless from liability of any kind or nature, including the Contractor's use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used in the performance of this contract.
21. **ASSIGNMENT/SUBCONTRACT:** Contractor will not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this contract, in whole or in part, without the prior written approval of the State.
22. **DEFAULT AND REMEDIES:** Any of the following events will constitute cause for the State to declare Contractor in default of the contract:
1. Nonperformance of contractual requirements; 2. A material breach of any term or condition of this contract. The State will issue a written notice of default providing a ten (10) day period in which Contractor will have an opportunity to cure. Time allowed for cure will not diminish or eliminate Contractor's liability for damages. If the default remains, after Contractor has been provided the opportunity to cure, the State may do one or more of the following: 1. Exercise any remedy provided by law; 2. Terminate this contract and any related contracts or portions thereof; 3. Impose liquidated damages, if liquidated damages are listed in the contract; 4. Suspend Contractor from receiving future solicitations.
23. **FORCE MAJEURE:** Neither party to this contract will be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. The State may terminate this contract after determining such delay or default will reasonably prevent successful performance of the contract.
24. **PROCUREMENT ETHICS:** The Contractor understands that a person who is interested in any way in the sale of any supplies, services, construction, or insurance to the State of Utah is violating the law if the person gives or offers to give any compensation, gratuity, contribution, loan or reward, or any promise thereof to any person acting as a procurement officer on behalf of the State, or who in any official capacity participates in the procurement of such supplies, services, construction, or insurance, whether it is given for their own use or for the use or benefit of any other person or organization (63-56-1002, Utah Code Annotated, 1953, as amended).
25. **CONFLICT OF TERMS:** Contractor Terms and Conditions that apply must be in writing and attached to the contract. No other Terms and Conditions will apply to this contract including terms listed or referenced on a Contractor's website, terms listed in a Contractor quotation/sales order, etc. In the event of any conflict in the contract terms and conditions, the order of precedence shall be: 1. State Standard Terms and Conditions; 2. State Additional Terms and Conditions; 3. Contractor Terms and Conditions.

(Revision date: July 5, 2005)

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

**Extension Office
2870 S Connor Street
Salt Lake City UT 84109-5298**

SNOW REMOVAL CONTRACT SPECIFICATIONS

December 1, 2005

1.0 Safety & Security

- 1.1 The Contractor shall allow only authorized employees or service providers on the grounds or in the facilities while services are being performed. Visitors, friends, children of employees not employed shall not be allowed on grounds or in the facilities. Exceptions require written permission from the Utah Schools for the Deaf and the Blind (USDB).
- 1.2 If keys are necessary, USDB will provide keys to Contractor and employees. Contractor is required to account for all keys issued to them. Keys are not to be duplicated by Contractor or employees.
- 1.3 If safety is an issue, Contractor shall provide and use safety barriers, signs, etc., when doing work to properly warn and protect people.
- 1.4 Contractor shall be responsible for the safe operation of all equipment and shall properly train each respective employee in the safe operation of all equipment they will be using prior to allowing them to use it. Upon request, Contractor shall furnish USDB with a list of employees, the type of training given to each employee, and the date given.
- 1.5 The Contractor shall provide all safety apparatus necessary to protect employees so they can operate equipment safely. The Contractor is further obligated to ascertain that all equipment is operated safely and according to Occupational Safety & Health Administration (OSHA) standards.
- 1.6 Contractor shall provide proof that all employees working at USDB have passed a criminal background check according to the guidelines adopted by the Institutional Council. Contractor will assume the cost of these background checks.
- 1.7 Contractor shall provide proof that all employees working at USDB have passed a criminal background check.

2.0 Employee Conduct

- 2.1 The Contractor shall be liable for damages to USDB owned or leased facilities or equipment at the location specified by this contract due to neglect, improper operation, or maintenance of landscape equipment, or failure to properly carry out the work specified in this contract. If the Contractor fails to replace, repair, or restore the damaged item(s) to its original status within 30 working days or within a later time approved by USDB, then USDB has the option to repair, replace, or restore the damaged item(s). USDB will deduct the cost plus a nuisance fee of \$200 or 20% of the cost, whichever amount is greater, from the Contractor's scheduled payment. The amount shall not exceed the total cost of the contract.
- 2.2 USDB has the option of requiring the Contractor to replace employees who display the following conduct and/or performance:
- Verbal or Physical abuse to any person on USDB premises.
 - Use of, or displaying the effect of alcohol or drugs during work time
 - Failure to follow security instructions
 - Deliberate or habitual failure to follow safety instructions
 - Failure to abide with the provisions of the Utah Clear Air Act, No smoking is permitted on USDB premises.
- 2.3 Contractor shall not use state vehicles or equipment unless permission is given in writing by USDB.
- 2.4 Contractor and employees shall park in designated parking areas.

3.0 Location of Required Work

- 3.1 Contractor is responsible for complete snow removal for 2,000 square feet at the USDB Extension Building at 2870 Connor St., Salt Lake City, UT 84109.

4.0 Work Schedule

- 4.1 The Contractor shall provide the services as needed in accordance with the specifications outlined.

5.0 Supervision and Staffing

- 5.1 The Contractor will coordinate work with the USDB Director in charge of Facilities Coordination and if that person is absent, contacts shall be made in the following order: Assistant Superintendent, Superintendent, Business Office Manager, or the Human Resources Director.

- 5.2 The Contractor shall provide competent supervisory personnel, and place in charge a qualified on-site supervisor who will be capable of providing all reports required by USDB, and will have authority to immediately execute orders given by USDB. Supervisor must be capable of communicating expressively and receptively, orally and in writing, so as to be clearly understood by all USDB staff and its employees. If necessary, the supervisor should have a willingness to learn basic sign language. Training may be offered by USDB.

In addition to the supervision of snow removal services, the supervisory staff will be responsible for the following:

- 5.2.1 Immediately reporting all accidents, thefts, and damages to the USDB administration.
 - 5.2.2 Must be available at the request of USDB during school business hours to answer any complaints related to snow removal.
 - 5.2.3 Must be responsible for checking with the Director in charge of Facilities Coordination or the USDB Administration regarding special requests, omissions or complaints.
- 5.3 Contractor shall ensure that USDB administration always knows who the supervisor is and how to get an immediate response (i.e., phone, etc.). Advance notice will be given for temporary supervisory changes. USDB shall be notified in writing of permanent changes 24 hours before the new supervisor commences work at USDB.
- 5.4 Contractor shall employ on the premises only persons skilled in the work assigned to them. Contractor shall promptly furnish qualified substitute persons for any employees that, in the opinion of USDB, are unsatisfactory as per Section 2.0, or to replace those who are absent.
- 5.5 The Contractor shall provide sufficient personnel to carry out the work outlined in these specifications.
- 5.6 During the months specified for snow removal, the Contractor will provide telephone numbers, other than an answering service, where personnel can be reached to authorize and dispatch work crews. Contractor shall update these telephone numbers during the term of the contract.

6.0 Types of Work Required

Contractor shall:

- 6.1 Furnish all equipment necessary for snow removal and keep it in good operating order.
- 6.2 Contractor shall be responsible for snow removal. Generally, two inches or more of snow will necessitate removal. Removal from driveways, parking areas, and sidewalks shall be done before 7:00 a.m. If snow fall occurs during the day, walkways and roadways should be kept clear, Walkways and icy parking lots shall be de-iced as needed and other areas as requested by USDB. Priority attention will be given to handicapped parking areas.
- 6.3 Coordinate with USDB Director in charge of Facilities Coordination so as to perform all work under the contract without disrupting regular or special functions that have been scheduled.

7.0 Supplies

- 7.1 All supplies such as deicers shall be provided by USDB. The Contractor shall use the provided supplies unless otherwise approved in writing by USDB.
- 7.2 The Contractor shall maintain an accurate perpetual inventory of all materials turned over to him and shall keep records of the rate of usage of these materials. The Contractor shall notify USDB when replenishment of supplies/parts is necessary.

8.0 Subcontracts

- 8.1 Any work subcontracted must be pre-approved in writing by the USDB administration. Subcontractors must also abide by the terms of the contract.
- 8.2 Contractor shall supervise and direct the activities of any subcontractor(s).

- 8.3 Contractor is responsible for inspecting completed subcontract work and correcting any deficiencies/problems.

9.0 Quality of Work

- 9.1 The intent of these specifications is that the Contractor will provide customary snow removal services. These minimum specifications should be referred to as a guide for, rather than a limitation to, the services required to maintain grounds free from hazardous snow and ice.
- 9.2 In the event work is not done or is unsatisfactory, USDB will give the Contractor two working days notice of intent to hire another provider to do it. Contractor has two days to satisfactorily complete the work. After that, USDB has the option of hiring another provider and deducting the cost plus 20% or a nuisance charge of \$200 whichever is greater from the Contractor's scheduled payment. USDB has the option of granting an extension of time for the completion of the work. Such extension shall be given in writing. This provision does not apply to emergency work.

10.0 Equipment

- 10.1 All equipment used shall be supplied by the Contractor. Equipment shall be kept in good repair. Equipment in a state of deterioration which could potentially damage either the structure or anything herein shall not be used or allowed on the premises (e.g., defective or missing safety shields, housing covers, etc.)

11. Schedule of Work

- 11.1 Snow removal crews to be available to complete work on an as need basis from approximately November until April, depending on snowfall, as specified in paragraph 6.2 above.

12.0 Training for Employees

- 12.1 At the beginning of each contract the Contractor shall provide USDB with a written description of how each employee will be trained for their job. The nature of training, length, place and time of it shall be made known in advance so that a USDB representative may attend if he/she wishes.
- 12.2 If the Contractor's work does not meet acceptable standards, USDB will first discuss the specific problem with the Contractor. USDB will have the option of establishing a training program for the Contractor's employees in order to help remedy the problem. Contractor's employees shall

participate and the Contractor shall pay the cost of training not to exceed \$1000 plus any pay that is necessary for the employees

- 12.3 Contractor is required to provide 24 hour emergency service and to respond within two hours of an emergency call.

13.0 Company Requirements

- 13.1 Establish the following:

Pre-bid meeting and inspection of grounds

Any bonding limits

Are there any judgments, suits, or claims pending against your firm?

Give permission for a credit check

Any liens for labor or material filed on any of your work?

If so, submit a brief detail.

Have you ever declared bankruptcy or are you currently filing for same?

List the organizations or firms, their addresses, contacts, phone numbers and approximate size of area maintained for current customers.

List the same as above for previous customers

How will you handle 24-hour emergency service availability?

Establish cost for snow removal contract year and three optional renewable years

13.2 Determination of Contract Award:

The above information will be used in determining and awarding the contract. Utah Schools for the Deaf and Blind reserve the right to decline bids by any submitting vendor that has any judgments, suits, or claims against them. Also, for any liens for labor or material filed on any of their work which has been established. Bids that do not include complete information or explanation of the above questions may also be disqualified in reviewing of the submitted bids. For on-site inspection of grounds you may contact Maura Harris, USDB Director in charge of Facilities Coordination at 801-629-4840 (4731).

13.3 *Submit bids as follows:*

Snow Removal:

Submit pricing for a 3 year contract with three – 1 year renewal options as follows: Services to be provided on an as need basis, from November until April depending on snowfall, as specified in paragraph 6.2 based on the criteria within the specification as written. (see pages 1-7)

- Price per each push for removal of snow on driveways and parkways
- Price per each push for removal of snow on sidewalk with de-icing as needed